Alternative Education On-site Monitoring Visit Rubric   Reviewer: SF/MC   Date: 2/9/07

Alternative Education Program: 4710-5 Project RAP   **Contact Person: Audra Peterson/ Steve Watson**
School Corporation: School City of Hammond   **Phone: 219-933-2428**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	UNSATISFACTORY	SATISFACTORY
Corporation and Community Support	-**Board minutes** -Letters of support -Joint agreements -Newspaper articles -**Advisory Group list**	* Board approves grant before submission. *. *Adv Group contains school and community members.		-Minutes support programming -Board reflects mission and links to career/voc ed. **SATISFACTORY**
Alternative Education Components	-**Curriculum** -**Instructional Methods** -**Scheduling** -**Engagement strategies** -**ISP** -**Grant application**	*Use approved course titles/descriptions. *Computer-based option-Plato. Textbook supplemental materials and experiential projects. * Peer tutor program and community service component. *Participate in mock interviews and career fair. *Attendance incentives, no homework policy, guest speakers, and link to career/tech ed increase engagement.		-Curriculum meets standards -Self-paced, accelerated, etc. -Service learning, life skills, community service, behavioral interventions, challenge ed and field trips to meet needs and increase engagement. -Expanded ISP with annual review tied to recovery goals -Continuous Learning Portfolio and student led conferences . -Program description meets description in application **SATISFACTORY**

		*Programming aligned with description in grant. *ISP described *Grant submitted and approved. *All programming linked to standards and proficiency guide.		
Small positive learning environment for students/staff	-Staff & **Student roster** -**Prof. development plan** -**School Improvement Plan** -**Advisor/Advisee programming** Staff meeting agenda	*Roster provided. *Professional Dev. Plan for whole school and to address individual needs of students (Pat Quinn). *Transition plan when return to sending school. *Students can participate in activities at their home school during their 2nd year in program. *Student folders with ISP.		-T-S ratio at or <1:15 -Prof dev plan -Regular meetings with students and staff. **SATISFACTORY**

On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Programs receiving a "U" in any component will be required to address deficiencies.

COMPONENT	DATE REVIEWED	S	U	REVIEWER COMMENTS
Programming matches description in grant application.	**2//7/07**	**X**		Programming occurs as presented in grant and involves individualization and finding options that work for the students such as allowing some use of PLATO. Strong link to career & tech ed.
Students appear engaged.	**2/7/07**	**X**		Students on task and open to discussion about Russian Revolution. Very engaging mini-lecture with pictures, internet, and lots of drama.

	2/7/07	X		Location is in Hammond Area Career Center. Older classrooms but well maintained and pleasant. Students able to link to career vocational programming and to take advantage of other services at site.
Location supports a positive learning environment.				
Teachers appear knowledgeable and caring.	2/7/07	X		Observed social studies lesson and Joe Craig was extremely knowledgeable and able to generate excitement for the topic. He worked well with students and used multiple strategies including role playing. Used humor and very enthusiastic.

Compliance Components

The following information is rated "Compliance" (C) or "Non-Compliance" (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	DOCUMENTATION REQUESTED	DATE REQUESTED	DATE RECEIVED	C	N-C
Policies & Procedures	-**Student Handbook** -**Entrance/Exit Criteria**	Handbook provided Criteria appropriate and clear.		2/7/07	X	
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Pay stub, Board minutes, Documentation from HR dept. -HQ document	Each teacher licensed for content area or have met HOUSSE. Administrator very organized. She works to secure needed services and creates community links.		2/7/07	X	
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or	Location approved through corporation process.		2/7/07	X	

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	Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)					
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	Nap. Hill Foundation		**2/7/07**	**X**	
2 Hour Session/ School Day	-School schedule -# reported for Shortened School Day	Students in attendance all day with academic portion in am and career portion in pm.		**2/7/07**	**X**	

Comments: Mostly Grades 9-10 that are deficient in basic skills. Program incorporates academic (1/2 day) and vocational (1/2 day) components. Program has operated for 13 years but is still relatively small.